

2015
IMPORTANT DATES
FOR LOCAL OFFICIALS

LEGAL INQUIRIES:
Phone: 800.892.3388, Ext. 3408 Email: legalinquiries@nhnma.org

NOVEMBER

Monday, November 10, 2014

First day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2015 town meeting. [RSA 675:4; 40:13, VII].

DECEMBER

Tuesday, December 2, 2014

Last day for voters to present application to selectmen to call special town meeting prior to annual meeting. Number of petitioners required depends on size of town. Petition must be received no later than 60 days before the next annual meeting, so deadline depends on date of First Session. [RSA 39:3; 40:13, III].

Wednesday, December 10, 2014

Last day to accept petitions to amend zoning ordinance, historic district ordinance or building code for consideration at the 2015 town meeting. [RSA 675:4; 40:13, VII].

Wednesday, December 31, 2014

Last day to post and publish notice for first hearing on January 12 for proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; 7]

JANUARY

Friday, January 9, 2015

Last day for voters to petition selectmen to include an article in the warrant proposing a bond governed by RSA 33:8-a. [RSA 40:13, II-a(b)]

Friday, January 9, 2015

Last day for governing body to vote to extend polling hours at March 10 elections. [RSA 659:4-a, IV]. (Reduction of polling hours requires vote of legislative body.)

Monday, January 12, 2015

Last day to hold first public hearing by Planning Board on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated, since final proposal must be included in warrant and posted by January 26. [RSA 675:3] (See note for January 26. It is strongly recommended that first hearing be held before this date.)

Tuesday, January 13, 2015

Last day for selectmen to publish notice of time, place and subject of public hearing on bond or note issue over \$100,000

Wednesday, January 21, 2015
First day for candidates in towns with non partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; 652:20; 40:13, VIII]

Thursday, January 22, 2015
Last day for the official budget committee (if adopted in the town) to deliver copies of the final budget and recommendations to the governing body. [RSA 32:16, IV; 40:13, II-a(c)]

Saturday, January 24, 2015
If the First Session of your meeting falls between January 31 and February 5 inclusive, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on January 30. If the First Session is on February 6, the supervisors may meet on this date or on January 31. [RSA 669:5; 654:27-28]

Saturday, January 24, 2015
If the session to correct the checklist will be on January 31st in your town, this is the last day to post and publish newspaper notice of the day, hour and place [RSA 669:5; 654:27-28; 40:13, II-d].

Monday, January 26, 2015
Last day for planning board to hold final public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code, because any proposed ordinance or amendment must be included in warrant, which must be posted today. [NOTE: For this reason, it is strongly recommended that the final hearing be held before this date.] Planning board must also determine final form. An official copy of any final proposal must be placed on file in the town clerk's office not later than the fifth Tuesday before town meeting (town meeting is March 10, fifth Tuesday before is February 3). [RSA 675:3]

Monday, January 26, 2015
Last day for selectmen to post warrant and budget at all polling places and at clerk's office or town hall. Warrant shall state place, day and hour for each of the two separate sessions. For the Second Session, the warrant shall also state the hour of the election, hour polls open and close, and which items are to be voted on by ballot. [RSA 40:13, II and II-a (d)]

Friday, January 30, 2015
Last day for filing declaration of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19-21; 652:20; 40:13, VII]

Friday, January 30, 2015
Last day for party caucus to nominate candidates for town office in towns using partisan system. [RSA 669:39; 40:13, VII]

Saturday, January 31, 2015
Earliest date to hold First Session of town meeting. Governing body sets date. [RSA 40:13, III]

Saturday, January 31, 2015

If the First Session of your meeting falls on February 7, this is the date the supervisors meet to correct the checklist. At a minimum, the supervisors must meet between 11 and 11:30 a.m. Checklist to be posted by midnight on February 6. If the First Session is on February 6, the supervisors may meet on this date or on January 24. [RSA 669:5; 654:27-28; 40:13, II-d]

FEBRUARY

Tuesday, February 3, 2015

Last day for official copy of final proposal to adopt or amend zoning ordinance, historic district ordinance or building code to be placed on file at town clerk's office. [RSA 675:3, V] (See entry for January 26 above—must also be ready by that date.)

Saturday, February 7, 2015

Last day to hold First Session of town meeting. [RSA 40:13, III]

Tuesday, February 10, 2015
Last day for supervisors to post checklist at town clerk's office or at town hall with notice of the day, hour and place of session to correct the checklist. Notice must also be published in a newspaper of general circulation in the town at least 7 days prior to each session. [RSA 654:26-27; 40:13, VII; 669:5]

Saturday, February 21, 2015
Last day to publish notice, in a newspaper of general circulation in the town, of February 28 session for checklist correction. [RSA 654:27; 669:5; 40:13, VII]

Monday, February 23, 2015
Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, 1 (b)]

Saturday, February 28, 2015
Last day for town clerk to accept voter registration applications for Second Session of annual meeting. (Voters may register on election day for all town, city, school district and village district elections.) [RSA 654:8; 40:13, VII; 654:27]

Saturday, February 28, 2015
Supervisors to hold session for correction of checklist for Second Session of annual meeting at a minimum between 11 and 11:30 a.m. No corrections or additions may be made after this session until election day, except as provided in RSA 659:12. [RSA 654:27; 654:28; 669:5; 40:13, II-d, VII]

MARCH

Saturday, February 28, 2015
Reports of transfer, death and removal of names to be acted on by supervisor of the checklist. [RSA 654:27; 654:36-37; 654:44]

Tuesday, March 3, 2015
Annual town report with final budget and ballot questions must be available today. [RSA 40:13, II]

Tuesday, March 3, 2015

Last day to submit zoning ordinance protest petition to require 2/3 vote at town meeting. [RSA 675:5; 40:13, VII]

Friday, March 6, 2015
Last day for supervisors to post (by midnight) final corrected checklist. [RSA 654:28; 40:13, VIII]

Friday, March 6, 2015

Certification of checklist, 2 copies filed with town clerk. [RSA 654:28-29; 40:13, VII]

Tuesday, March 10, 2015

Last day for town clerk to accept completed absentee ballots; clerk, or clerk's designee, must be available at least between 3 and 5 p.m. No absentee ballots may be accepted after 5 p.m. [RSA 669:29; 657:22; 652:20; 40:13, VII]

Tuesday, March 10, 2015

Second Session of annual meeting to elect officers, to vote on all questions required by law to be on official ballot, and to vote on all warrant articles from First Session of annual meeting. Voters may register at the polls. [RSA 40:13, VII; 654:7-a] If new tax collector is elected or appointed, selectmen audit accounts and issue a new warrant. [RSA 41:36] Votes taken at the second session shall not be reconsidered. [RSA 40:13, XV]

Friday, March 13, 2015

Last day for any person for whom a vote was cast to apply to town clerk for a recount (to be conducted not earlier than 5 nor later than 10 days after receipt of the application). Town clerk must be available at least between 3 and 5 p.m. to receive application, and must provide at least 3 days' notice of recount date to candidates for that office. [RSA 669:30-31; 652:20]

Monday, March 16, 2015
Selectmen must appoint town by today if annual meeting fails elect one or to vote to authorize appointment rather than the elect treasurer. [RSA 41:27; 41:26-c]

Tuesday, March 17, 2015
Last day for 10 voters of a town clerk to recount ballots on tion printed on official ballot. [I]

Friday, March 20, 2015
Town clerk to forward to select treasurer certified copy of an transfer surplus to capital reserve within 10 days of such vote. Sur be transferred by treasurer to t trust funds immediately after order of selectmen. [RSA 35:11]

Friday, March 20, 2015
Last day for candidates for town remove political advertising. [R 664:17]

Monday, March 30, 2015
Town clerk must report name dresses of all town officers to sooner of revenue administration annual election. There is an ong to report changes as they oc 41:19, Rule Rev 1707.12(a)]

Monday, March 30, 2015

Minutes and various reports filed with the Department of Administration within 20 days close of town meeting. [RSA 21]

APRIL

Thursday, April 2, 2015

Town clerk to send 2 copies o port to State Library and 1 copy report to UNH Library. [RSA 4 A:18]

Thursday, April 9, 2015

Within 30 days after town mee clerk to report on town librar tant state librarian. [RSA 41:20]

Thursday, April 9, 2015

Appointed municipal budget members must be named with after town meeting. [RSA 32:1]

MAY

Saturday, May 9, 2015

Ballots and absentee voting machine election of town officers at tow may be destroyed. [RSA 657:1 659:100-101; 669:25; 33-A-3-4]

NOVEMBER

Monday, November 9, 2015

First day to accept petitions zoning ordinance, historic dinance or building code cor at the 2016 town meeting. [F 40:13, VIII]

DECEMBER

Wednesday, December 9, 2015

Last day to accept petitions zoning ordinance, historic dinance or building code for cor at the 2016 town meeting. [F 40:13, VIII]